



FAQ – Power BI

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Login

First and foremost: Always use Google Chrome.

Go to <https://app.powerbi.com> and select

“Login”

- Login: AU-ID in the format [AUxxxxx@uni.au.dk]
- Password: For Windows etc.
- A request for authentication will be sent to your smartphone and used for two-factor authentication

Apps

Select “Apps” from the left-hand navigation menu and select the app you want:

- UDD Data packages 009 contain data packages both for full-time degree programmes and for FE
- UDD Half-yearly status 012 contains the annual report for AU Student Administration and Services
- UDD Mobility card 013 is based on data from Statistics Denmark and aims to illustrate moving patterns
- UDD Topic reports 014 explore in depth a number of the most important areas within management information on students and degree programmes.
- UDD FE Annual report 017 contains figures for the year within the FE area

After selecting one of the apps, you can click on “Get Apps” or “Get More Apps From Microsoft Appsource” in the top right corner to add additional apps. AU apps are available under the tab “My organisation”.

You can also log on using an iOS App for iPad. This can be found in App Store by searching for “Microsoft Power BI”.

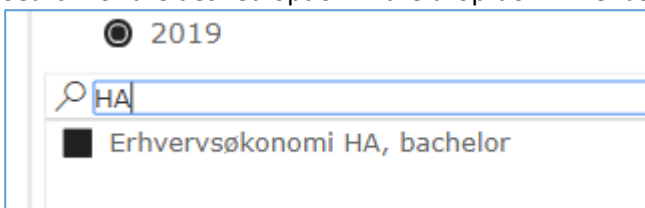
Functions

Navigation

Navigate between tabs and reports in an app using the tab on the left. All topics in the report can be accessed here. Under topics are reports, and under reports are tabs.

Search function

Search for the desired option in the drop-down menus:



Enable full-screen mode

The button to enable full-screen mode is at the top:

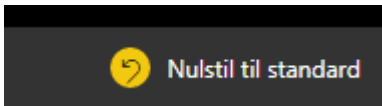


The mouseover function

Hover the mouse over an object, e.g. a heading or bar in a chart.

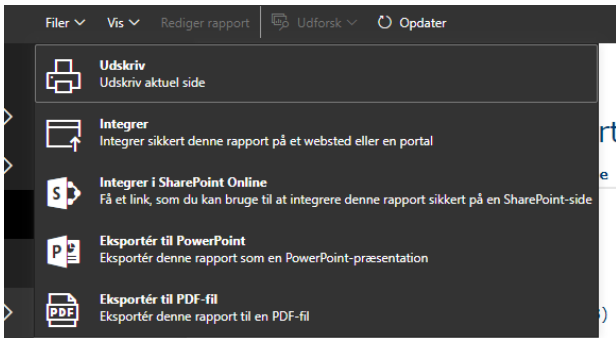
Reset to default

The button to reset all filters and selections in the report is at the top:



Export options

You can export entire reports to PDF and Power Point as well as individual pages to PDF. The options are in the "Files" menu.



Export data:

It is possible to export a table with the groupings of data and selected filters shown in a visualisation.

Click the three dots in the top right corner of a visualisation and select "Export data" then select "Export".



Copy a single visual

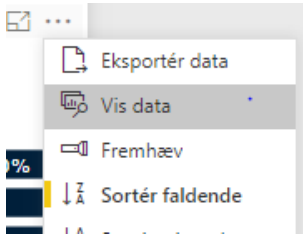
When you hover the mouse over a visual, some buttons appear in the upper right corner. This copies the selected visual to your clipboard. Click the icon, select "Copy to clipboard" in the dialogue box and paste to Word or Power Point, for example.

Selection of several elements

Hold down the Ctrl key and click on the elements you want (e.g. if you want several degree programmes/departments to be displayed)

Show data function

In the top right corner on each visualisation, there is an option to display the underlying aggregated data in the form of a table:



Focus mode

In the top right corner on each visualisation, there is an option to enlarge the visualisation to full screen.



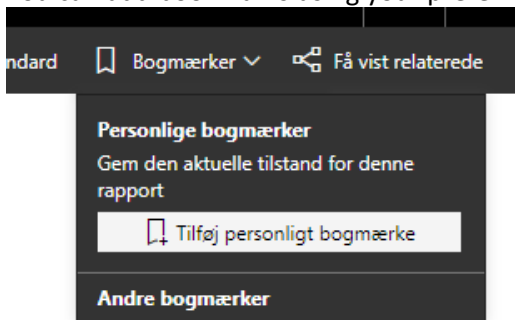
Click:

Reset filters on “slicer”

Use the eraser to the right of the heading (only resets the selections in the individual slicer).

Bookmarks

You can add bookmarks using your preferred filters in the top bar:



Updated documents etc. - see the quality portal

An overview of new apps and reports as well as the latest updated version of the FAQ can be seen on the quality report <https://medarbejdere.au.dk/strategi/uddannelse/kvalitetsarbejde-paa-aarhus-universitet/au-uddannelse-ledelsesinformation-i-power-bi/>